

Meeting of:	<b>Corporate Performance and Resources Scrutiny Committee</b>
Date of Meeting:	<b>Wednesday, 02 October 2019</b>
Relevant Scrutiny Committee:	Corporate Performance and Resources
Report Title:	1st Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2019/20
Purpose of Report:	To report progress on the Scrutiny recommendations and to confirm the updated Committee's work programme for 2019/20
Report Owner:	Rob Thomas, Managing Director
Responsible Officer:	Karen Bowen, Principal Democratic and Scrutiny Services Officer, 01446 709856
Elected Member and Officer Consultation:	None
Policy Framework:	This report is in accordance with the recommendations of the WAO Democratic Renewal report and acknowledges the recommendations of the review of the Council's scrutiny function
Executive Summary:	<ul style="list-style-type: none"> <li>• The report advises Members of progress in relation to the Scrutiny Committee's recommendations and confirms the updated Work Programme Schedule for 2019/20: <ul style="list-style-type: none"> <li>- 1st Quarter April to June 2019 (Appendix A)</li> <li>- Updated Work Programme Schedule for 2019/20 (Appendix B), following approval to be uploaded to the Council's website.</li> </ul> </li> </ul>

## **Recommendations**

1. That the views of the Committee on the status of the actions listed in Appendix A to the report be sought.
2. That the updated Work Programme Schedule attached at Appendix B be approved and uploaded to the Council's website.

## **Reasons for Recommendations**

1. To maintain effective tracking of the Committee's recommendations.
2. For information.

## **1. Background**

- 1.1 An integral part of effective scrutiny is a mechanism for Scrutiny Committees to monitor their recommendations to ensure that desired actions are carried out and where necessary progress is reported back.
- 1.2 The Work Programme Schedule provides a breakdown of reports anticipated to be considered by the Scrutiny Committee over the forthcoming months.

## **2. Key Issues for Consideration**

- 2.1 Appendix A attached to this report sets out the recommendations of the Scrutiny Committee and Members are requested to review progress against each recommendation, to assess whether further action may be required, ensure the required action is undertaken and to confirm which recommendations are to be agreed as completed.
- 2.2 It is important that decision of Scrutiny Committees are tracked and monitored as failure to do so could result in a risk that recommended courses of action will not be followed and consequently lost. This would undermine the credibility of the scrutiny process.
- 2.3 Members are also requested to confirm approval of the updated Scrutiny Committee Work Programme Schedule attached at Appendix B, it being noted that the schedule is a proposed list of items for consideration and may be subject to change depending on prevailing circumstances.
- 2.4 The Work Programme has been aligned to the Cabinet Forward Work Programme. The Scrutiny and Cabinet Roles and Responsibilities Protocol Point 7.6 states it is essential that the Cabinet Work Programme is taken into account when Scrutiny Committees are drawing up their own Work Programmes and also details reports that have been requested by the Scrutiny Committee together with items that require regular monitoring and scrutiny. Other reports will be added to the schedule as and when necessity arises. The schedule will also detail Requests for Consideration that have been received and the consideration given by officers of the likely date they can be reported to the relevant Committee.

With regard to Call-in Requests that are made following decisions of Cabinet, as these are required to be dealt with within 20 working days of a Cabinet decision (as per the Council's Constitution), they will be included within the Programme as and when received.

- 2.5 Discussions in relation to broadening the Work Programmes of all Scrutiny Committees will be subject to further consideration by the Scrutiny Committee Chairmen and Vice-Chairmen Group having regard to resource implications and corporate priorities.
- 2.6 The Work Programme can also be found on the Council's website at the following link: [https://www.valeofglamorgan.gov.uk/en/our\\_council/Council-Structure/scrutiny/scrutiny\\_committees.aspx](https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/scrutiny/scrutiny_committees.aspx)

### **3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?**

- 3.1 The Scrutiny Committees have a responsibility to report annually to the Council their future work programmes.
- 3.2 Scrutiny Committee forward work programmes are published by the Council which encourages engagement / involvement by the public in the decision making process.
- 3.3 The Scrutiny Public Participation Guide can be found at <https://www.valeofglamorgan.gov.uk/Documents/Our%20Council/Scrutiny/Guidance/Public-Scrutiny-Booklet.pdf>
- 3.4 The Scrutiny work programme provides details of the reports / items proposed to be considered by the Committee over the coming year.

### **4. Resources and Legal Considerations**

#### **Financial**

- 4.1 None as a direct result of this report.

#### **Employment**

- 4.2 None as a direct result of this report.

#### **Legal (Including Equalities)**

- 4.3 None as a direct result of this report.

### **5. Background Papers**

Relevant Scrutiny Committee and Cabinet minutes.

# Uncompleted Recommendations

1<sup>st</sup> Quarter 2019-20

**SCRUTINY DECISION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE**

Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status
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**11 April 2019**

<b>Min. No. 927 – Reshaping Services – Update on Implementation (REF) – Recommended</b>	Corporate Performance and Resources			
(2) That Cabinet be advised of the recommendation of the Scrutiny Committee for outlining progress against targets, for an additional Yellow progress status to be added as an option.			Cabinet, on 17 <sup>th</sup> June, 2019, noted the comments of the Scrutiny Committee. (Min. No. C7 refers)	Completed
<b>Min. No. 928 – Proposed Parking Management Policy 2019/20 (REF) – Recommended</b>	Corporate Performance and Resources			
(2) That prior to any traffic surveys for residential parking zones, for Ward Members to be consulted on the duration and days that the surveys cover.			Cabinet, on 1 <sup>st</sup> July, 2019 resolved that the reports be noted and fed into a comprehensive and indepth review of these matters. (Min. No. C25 refers)	Completed
(8) That further discussions and consideration of new Traffic Regulation Orders be undertaken, which should be based on more robust data.				
<b>Min. No. 929 – Vale of Glamorgan Public Services Board Update (MD) – Recommended</b>	Corporate Performance and Resources			
(1) That the Committee’s thanks be passed onto the staff and partnership agencies involved with the Public Services Board.			Officer agreed to pass on the Committee’s thanks.	Completed
(3) That the work of the Public Services Board is shared with all Councillors and external organisations.			The PSB Annual Report was presented to Scrutiny Committee on 24 <sup>th</sup> July, 2019 and is to be shared with all Members and other organisations in September 2019.	Completed

**27 June 2019**

<b>Min. No. 104 – Sickness Absence Report 2018/19 (REF) - Recommended to Cabinet</b>	Corporate Performance and Resources			
(1) That a future in-depth report be presented to the Committee in relation to the category “other musculoskeletal” detailing the issues involved and training required.			Referred to Cabinet meeting on 29 <sup>th</sup> July, 2019 and added to work programme schedule. Cabinet, on 29 <sup>th</sup> July, 2019 noted the Scrutiny Committee’s comments. (Min. No. C55 refers)	Completed

# Uncompleted Recommendations

1<sup>st</sup> Quarter 2019-20

SCRUTINY DECISION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE				
Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status
(2) That Welsh Government be approached in relation to the promotion of composting.			Referred to Cabinet meeting on 29 <sup>th</sup> July, 2019 and added to work programme schedule. Cabinet, on 29 <sup>th</sup> July, 2019 noted the Scrutiny Committee's comments. (Min. No. C55 refers)	Completed
(3) That the private sector data in respect of absence levels be presented to Members and included in future reports to Committee.			Referred to Cabinet meeting on 29 <sup>th</sup> July, 2019 and added to work programme schedule. Cabinet, on 29 <sup>th</sup> July, 2019 noted the Scrutiny Committee's comments. (Min. No. C55 refers) Operational Manager to include data in future reports.	Completed
<b>Min. No. 105 – Employee Turnover Report - April, 2018 to March 2019 (MD) – Recommended</b>	Corporate Performance and Resources			
(1) That the Employee Turnover Report be noted and that further details of employee turnover as outlined at the meeting be included in future reports.			Officer to include in future reports.	Completed
(2) That a recruitment report be prepared for future consideration by the Committee.			Added to work programme schedule.	Completed
<b>Min. No. 106 – 4<sup>th</sup> Quarter Scrutiny Decision Tracking of Recommendations and Proposed Work Programme Schedule 2019/20 (MD) – Recommended</b>	Corporate Performance and Resources			
(2) That the Work Programme attached at Appendix C be updated and uploaded to the Council's website and include the reports as outlined below: <ul style="list-style-type: none"> <li>An in depth report in respect of the "Other Musculoskeletal" category;</li> <li>a progress update report regarding the Joint Audit Service be presented to the Scrutiny Committee during the next Municipal year.</li> </ul>			Work programme updated and uploaded to the Council's website.	Completed

**CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE**  
**FORWARD WORK PROGRAMME 2019-20**

<b>MONTH</b>	<b>REPORT TITLE</b>
2 <sup>nd</sup> October 2019	<ul style="list-style-type: none"> <li>• Annual Corporate Safeguarding Report (reference from Cabinet)</li> <li>• Quarter 1 2019/20 Performance Report</li> <li>• 1<sup>st</sup> Quarter Decision Tracking and Updated Forward Work Programme</li> </ul>
24 <sup>th</sup> October 2019	<ul style="list-style-type: none"> <li>• *CFWP – Revenue Monitoring</li> <li>• *CFWP – Capital Monitoring</li> <li>• *CFWP – Medium Term Financial Plan</li> <li>• *CFWP – Reshaping Services Update</li> <li>• Welfare Reform Annual Progress Report</li> <li>• Report re Sickness Absence i.e. “Other musculoskeletal” absences</li> </ul>
27 <sup>th</sup> November 2019	<ul style="list-style-type: none"> <li>• *CFWP – Sickness Absence Report 2019/20 Q2</li> <li>• Corporate Safeguarding Mid-Year Report (reference from Cabinet)</li> <li>• Q2 2019/20 Performance Report</li> <li>• 2<sup>nd</sup> Quarter Decision Tracking and Updated Forward Work Programme</li> </ul>
19 <sup>th</sup> December 2019 at 4.00pm	<ul style="list-style-type: none"> <li>• *CFWP – Initial Capital Programme Budget Proposals</li> <li>• *CFWP – Initial Revenue Programme Budget Proposals</li> <li>• *CFWP – Initial Housing Revenue Account Budget Proposals</li> <li>• Treasury Management</li> <li>•</li> </ul>
29 <sup>th</sup> January 2020	<ul style="list-style-type: none"> <li>• *CFWP – Revenue Monitoring</li> <li>• *CFWP – Capital Monitoring</li> <li>• *CFWP – Reshaping Services Update</li> <li>• Improvement Objectives Part 1 / Corporate Plan</li> <li>• Progress Update on Joint Audit Service</li> <li>• 3<sup>rd</sup> Quarter Decision Tracking and Updated Forward Work Programme</li> </ul>
26 <sup>th</sup> February 2020	<ul style="list-style-type: none"> <li>• *CWFP – Corporate Safeguarding</li> <li>• *CFWP – Employee Pay Policy 2020/21</li> <li>• *CFWP – Corporate Plan</li> </ul>

1 <sup>st</sup> April 2020 at 4.00pm	<ul style="list-style-type: none"> <li>• *CFWP – Revenue Monitoring</li> <li>• *CFWP – Capital Monitoring</li> <li>• *CFWP – Pay Policy Statement</li> <li>• *CWWP – Treasury Management and Investment Strategy</li> <li>• *CFWP - Council’s Annual Self-Assessment</li> <li>• *CFWP – Vale of Glamorgan Wellbeing Objectives and Improvement Plan Part 1</li> <li>• Q3 2019/20 Performance Report</li> <li>• Corporate Plan Annual Delivery Plan (including Service Plans and Target Setting)</li> </ul>
30 <sup>th</sup> April 2020	<ul style="list-style-type: none"> <li>• *CFWP – Reshaping Services Update</li> <li>• 4<sup>th</sup> Quarter Decision Tracking and updated Forward Work Programme</li> </ul>

**Other reports requested by Committee to be added into schedule as and when available.**

- Capturing Public Engagement within the Council’s website (20 Jun 17: Min. No. 79) – being addresses under WAO action plan
- Council’s Annual Self-Assessment Member Briefing to be arranged (15 Feb 18: Min No 716)
- Monitoring of the PSB Wellbeing Plan with presentations on each of the four topic areas to be presented to the Committee when appropriate (19 Jul 18: Min No 210)
- Universal Credit – interim report re the commencement of UC (if further information received before the Welfare Reform annual progress report) (20 Sep 18: Min No 328) – included in Welfare Reform report scheduled for 2<sup>nd</sup> October meeting
- Progress update report regarding the Joint Audit Service (27 Jun 19: Min No 106)

**Regular reports already added to the schedule:**

**Annual**

- Vale of Glamorgan Annual Report 20\*\*/20\*\*
- Welfare Reform annual progress report
- Scrutiny Committees’ Draft Annual Report

**Biannual**

**Quarterly**

- 1<sup>st</sup> Quarter (April – June) Decision Tracking and Forward Work Programme (July)
- 2<sup>nd</sup> Quarter (July – September) Decision Tracking and Forward Work Programme (Oct)

- 3<sup>rd</sup> Quarter (October – December) Decision Tracking and Forward Work Programme (Jan)
- 4<sup>th</sup> Quarter (January – March) Decision Tracking and Forward Work Programme (May)
- Quarter 1 (April – June) Performance Report: Corporate Health (Oct)
- Quarter 2 (July – September) Performance Report: Corporate Health (Dec)
- Quarter 3 (October – December) Performance Report: Corporate Health (Mar)
- Quarter 4 (January – March) Performance Report: Corporate Health (Jun)

**Infrequent**

- Cabinet References
- Revenue and Capital Monitoring Reports
- Requests for Consideration
- Requests for Call-in

**NB The schedule is a proposed list of items for consideration and may be subject to change depending on prevailing circumstances.**